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FUNCTIONS OF APPRAISAL DIVISION, TRB

1. Appraisal in Washington, D.C., of Intelligence and Staff Personnel:

A one-day appraisal program conducted with the general aim of determining the psychological fitness of applicants for assignments specified by sponsoring OSO Branch Officials. In line with this responsibility, a report summarizing the assets and liabilities of the candidate in relation to the specified job is submitted to the Sponsoring Branch. Copies of the report are distributed to Personnel Procurement, and Security.

2. Screening in Washington, D.C., of Clerical and Stenographic Personnel:

A one-day screening program which has as its primary aim the measurement of the technical fitness of Clerks, Clerk-Typists, and Clerk-Stenographers. Measurement of clerical and stenographic skills is emphasized in the program. Screening reports summarizing test and interview findings are given the same distribution as appraisal evaluations.

3. Field Appraisal of Intelligence, Staff, and Clerical Personnel:

A one-day or longer appraisal or screening program to be conducted outside of Washington, D.C., when, in the judgment of the Executive Officer, OSO, applicants cannot conveniently or economically be brought to Washington. The aims of appraisal and screening in the field are identical with aims of appraisal and screening in Washington, D.C.; the specific techniques to be used will be developed on the basis of experience with field conditions.

4. Undercover Appraisal:

An appraisal conducted under secure conditions outside of the Building in Washington, D.C., or elsewhere. Ordinarily an Undercover Appraisal is conducted by one Appraisal Staff Member during one or two days. Great emphasis is placed upon the analysis of relevant personality and intellectual traits through an intensive clinical interview and other procedures to determine the fitness of the applicant for a specified undercover assignment. A report summarizing appraisal findings is submitted through the Chief, Undercover Training Division, TRB, to the Sponsoring Branch Officer.

5. Appraisal Development Program:

A program which has four main objectives: (1) analysis of all jobs and assignments in OSO in order to ascertain as exactly as possible the specific operations involved in each job and the skills, abilities, and personality traits required for success on each job and assignment. This project is being conducted in close cooperation with Branch Officers. (2) Investigation of success on the job of each appraised candidate in order to determine more accurately the significance of the personality test

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and interview findings. Together with job analysis data, job follow-up studies will furnish the basic information essential to improve existing procedures and to develop the new appraisal procedures needed to select qualified applicants with maximum precision. (3) Analysis of appraisal test performance records to establish statistical norms against which new candidates can be measured; (4) Development of new procedures in line with changing conceptions of pertinent personal qualifications of candidates as more adequate and complete information is secured through (1) and (2).

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